Diocese of Fort Worth Position Description

Position: **Receptionist – Part Time**
Date Revised: June 11, 2019
Reports to: Bookkeeper
Location: Holy Trinity Catholic Church
800 High Crest Dr
Azle, TX 76020
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Receptionist welcomes all who come into or telephones the parish office. The receptionist also provides administrative services to staff and members of the parish committees.

Principal Accountabilities:
- Welcome and direct visitors.
- Answer telephone and direct calls appropriately.
- Performs administrative services for the Pastor, other staff, and parish committees.
- Translate written communications and documents.
- Bulletin - Prepare weekly bulletin on Microsoft Publisher.
- Maintain bulletin board in hallways.
- Type weekend petitions and announcements.
- Maintain parish database by adding new registrations and updating family profiles.
- Record and schedule Mass intentions.
- Coordinate/provide hospitality for volunteers.
- Mail handling.

Supervision Given and/or Received:
- Supervision will be provided by the bookkeeper

Internal Contacts:
- Parish staff, Parishioners, and Volunteers

External Contacts:
- Effectively communicate with parents, volunteers, and adults, as well as other churches and employees throughout the diocese.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding business needs, tight deadlines and heavy workloads.

Travel Requirements:

- Minimal travel required to attend training.

Education and Experience Preferred:

- High School Diploma or equivalent required.

Knowledge and Skills Preferred:

- Computer skills: experienced in all Microsoft Office programs, (Word, Excel, Publisher, PowerPoint).
- Bi-lingual English/Spanish required.
- Ability to maintain confidentiality in all aspects of the job.
- Professional demeanor and excellent interpersonal skills.
- Works well with the general public and can represent the parish favorably in all interactions with parishioners.
- Experience with office machines such as copier and postage meter.
- Knowledge of Roman Catholic beliefs, etc
- Demonstrated ability to set priorities and organize work effectively.
- Flexibility in accepting new or modified duties as the position evolves.

FLSA Designation: Non-Exempt

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Position Description Approved By	Date

Please Be Advised… The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.